

POSITION: **INSTITUTIONAL ADVANCEMENT COORDINATOR**
CCP 17, 12-month, Tenure-Track

ANTICIPATED START DATE: October 2014

MINIMUM QUALIFICATIONS: Bachelor's Degree in an appropriately related field. At least two to four years' experience in institutional development or related fundraising experience with proven track record in related functional responsibilities, such as Special Events, interaction with high net worth individuals and grant writing. Professional with highly developed self-motivation skills, excellent interpersonal, written and oral communication skills. Demonstrated competency in newsletter and grant development preparation. Highly proficient in all major applications of MS Office (Word, Excel, PowerPoint, and Outlook). Familiar with donor database, preferably in Talisma – Donor 2. Candidate should be highly organized and have good time management skills.

The successful candidate must demonstrate success in the following areas:

- Event management and fundraising based upon short and long-range goals for unrestricted funding sources;
- Ability to cultivate and establish personal contacts and build strong personal relationships with a portfolio of mid- to high-level corporations, foundations and/or individual donors;
- Ability to create, complete, and increase fund raising projects and campaigns that met established goals;
- Establishment and execution of special event programs;
- Database and records management including maintaining donor database and paper records of contributions and grants with security and quality control;
- Developing communications such as solicitation letters and donor acknowledgements; and
- Maintaining accurate accounting of budgets.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES: The Institutional Advancement Coordinator position reports to the Director of Institutional Advancement and works collaboratively with the HCC faculty and staff and Foundation Board members. The Coordinator manages a comprehensive individual, grant and Special Events fundraising program and supports the Director with effective leadership, vision and strategic planning for the Foundation. S/he contributes to the mission and vision of the college as a student-centered, success-oriented institution and demonstrates an understanding of and commitment to the mission of Housatonic Community College. This position also requires participation in commencement and convocation activities as well as special college meetings. Some evenings and weekends required.

ANNUAL SALARY: \$56,345.00 approximate annual salary with full benefits package

TO APPLY: Submit a **letter of interest**, **current resume** and **completed (typed) Connecticut Community College Employment Application*** to:

**INCOMPLETE APPLICATION
MATERIALS WILL NOT BE
ACCEPTED.**

Human Resources Department
Institutional Advancement Coordinator Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

NO FAXES PLEASE

E-mail: ho-humanresources@hcc.commnet.edu **(8 PAGES OR LESS)**

APPLICATION DEADLINE: The review process will begin on **September 1, 2014** and will continue until the position is filled. **Priority will be given to applications received by September 1, 2014.**

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.
(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer
900 Lafayette Boulevard
Bridgeport, CT 06604
(203) 332-5013

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000

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An Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are encouraged to apply